



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

To: Champaign County Regional Planning Commissioners
From: Brandi Granse, Early Childhood Division Director
Date: Wednesday, March 22, 2019
Re: Materials for RPC March 29, 2019 Meeting

I recommend that you accept and place on file the Head Start/Early Head Start Management Report reporting on February 2019 at the March 29, 2019 Regional Planning Commission meeting the following:

The Head Start/Early Head Start management report, which includes:

- the January enrollment report;
- the January attendance and meal counts report;
- the January reports for family support services, and health and disability services;
- the January Head Start and Early Head Start financial reports;
- the listing of materials the Office of Head Start added to its website in January

Please contact me if you have any questions regarding these materials.



Early Childhood Education Program

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RPC Early Childhood Education Program
(A Head Start Program)

Governing Body and Policy Council Monthly Report

REPORTING FOR THE MONTH/YEAR: January 2019

ENROLLMENT					
Month	Head Start Enrollment	Funded Enrollment	Early Head Start Enrollment	Funded Enrollment	Daily Average Attendance*
September 2018	435	435	148*	141	87.42%
October 2018	435	435	147*	141	87.86%
November 2018	435	435	146	141	84.22%
December 2018	435	435	141	141	81.02%
January 2019	435	435	141	141	77.75%
February 2019		435		141	
March 2019		435		141	
April 2019		435		141	
May 2019		435		141	
June 2019		435		141	
July 2019		435		141	
August 2019		435		141	

* Attendance below 85% due to child/family illness, communicable illness, transportation, no bus service.



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TOTAL MEALS SERVED						
Month	Breakfasts		Lunches		Snacks	
	HS	EHS	HS	EHS	HS	EHS
September 2018	4,461	905	4,901	941	4,413	808
October 2018	4,776	899	5,393	991	4,919	890
November 2018	4,683	870	5,221	941	4,710	853
December 2018	3,557	617	3,994	697	3,601	637
January 2019	4,117	668	4,754	795	4,237	719
February 2019						
March 2019						
April 2019						
May 2019						
June 2019						
July 2019						
August 2019						

DIRECTOR'S MONTHLY HIGHLIGHTS – Brandi Granse, Early Childhood Division Director

- On January 3, 2019, Dalitso Sulamoyo, CEO and I participated in the Illinois Head Start Association's Head Start (IHSA) Focus Group called Leading for the Future. This group of Head Start/Early Head Start Directors and Executive Directors networking together to discuss issues impacting Head Start/Early Head Start services in Illinois, review current early learning landscape, nationally and in Illinois, develop a position statement and strategies that support Head Start/Early Head Start, and develop a consensus on key education and advocacy strategies.
- I attended the IHSA Directors Meeting in Springfield on January 11. Twenty-four directors across Illinois were present for the networking session.



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- The managers and I worked on strategies with PNC to increase volunteerism and scheduled monthly meetings to stay more in contact.
- Over the month of January, I worked on the Developmental Disabilities and Mental Health Board Grant applications to submit by February 8. This grant funding will maintain the Social-Emotional Development Specialist and three current Social Skills and Prevention Coaches as well as adding one more coach. At each site, the coach supports the development of social-emotional skills in our students through strength-based trauma informed practices. Prioritizing prevention, the coaches provide ongoing Practice Based Coaching focused on the Pyramid Model's social-emotional skills and indicators. They provide strength based -reflective support for staff, collect behavior related data, build relationships with families, and help anticipate the need for preventative transition support for students. The coaches also facilitate the social-emotional development of students through social skills focused guidance lessons, friendship groups; push-in individual positive behavior modeling and de-escalation support when necessary.
- In December 2018, our program was the winner of the Illinois Head Start Association's Innovative Bright Practices project, which is designed to highlight programs that are using innovative and creative strategies within their program. Since we were selected, our program is automatically nominated for the yearly Vanessa Rich Innovative Award at the IHSA Annual Conference in March 2019. Programs will be notified at that time. If you would like to see the spotlight on the website, it is now available at <http://ilheadstart.org/sspc-role/>.
- Due to weather conditions, the Policy Council meeting in January was canceled.





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CONTENT AREAS SPECIALIST REPORTS

CHILD DEVELOPMENT REPORT – Christy Martin, Child Development Services Manager

- The Rantoul site held a job fair on January 29th. We did not have as high a turnout as we hoped, but the poor weather may have been a contributing factor.
- On January 2nd, staff participated in a staff development day. Site managers held staff meetings and training about the American Disabilities Act.
- The winter child progress and outcomes checkpoint is January 15th. Teachers will complete progress reports and begin scheduling parent conferences for the month of February.

FAMILY SERVICES REPORT – Hollie Ronk, Child & Family Services Manager

- In January we hosted two dental clinics and two blood screening clinics, one at Champaign and one at Savoy.
- Throughout the month of January, we have interviewed several candidates for the open Family Advocate position at the Savoy Site. Through this we were able to reach an outstanding candidate for the position.
- Currently we have 3 children with an IFSP and 30 with an IEP. In total, we have 7.8% of our funded enrollment with diagnosed disabilities. We have 24 referrals out to the School Districts and Early Intervention.

FAMILY SERVICES REPORT – Dana Smith, Child & Family Services Manager

- Cumulative enrollment is 168 EHS and 456 HS.
- Forty-eight homeless families have been enrolled (totaling Fifty children). Nine of the families have acquired housing.
- Three-Hundred and thirty-eight families are engaged in the family partnership agreement goal setting process (including returning families).



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Champaign County Head Start 2250 - Enrollment and Waitlist Charts Program Term: EHS Infants & Toddlers 2018-2019

Enrolled Participants by Income Status
All Locations



Waitlisted Participants by Income Status
All Locations



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Champaign County Head Start 2250 - Enrollment and Waitlist Charts Program Term: Head Start 2018-2019

Enrolled Participants by Income Status
All Locations



Waitlisted Participants by Income Status
All Locations



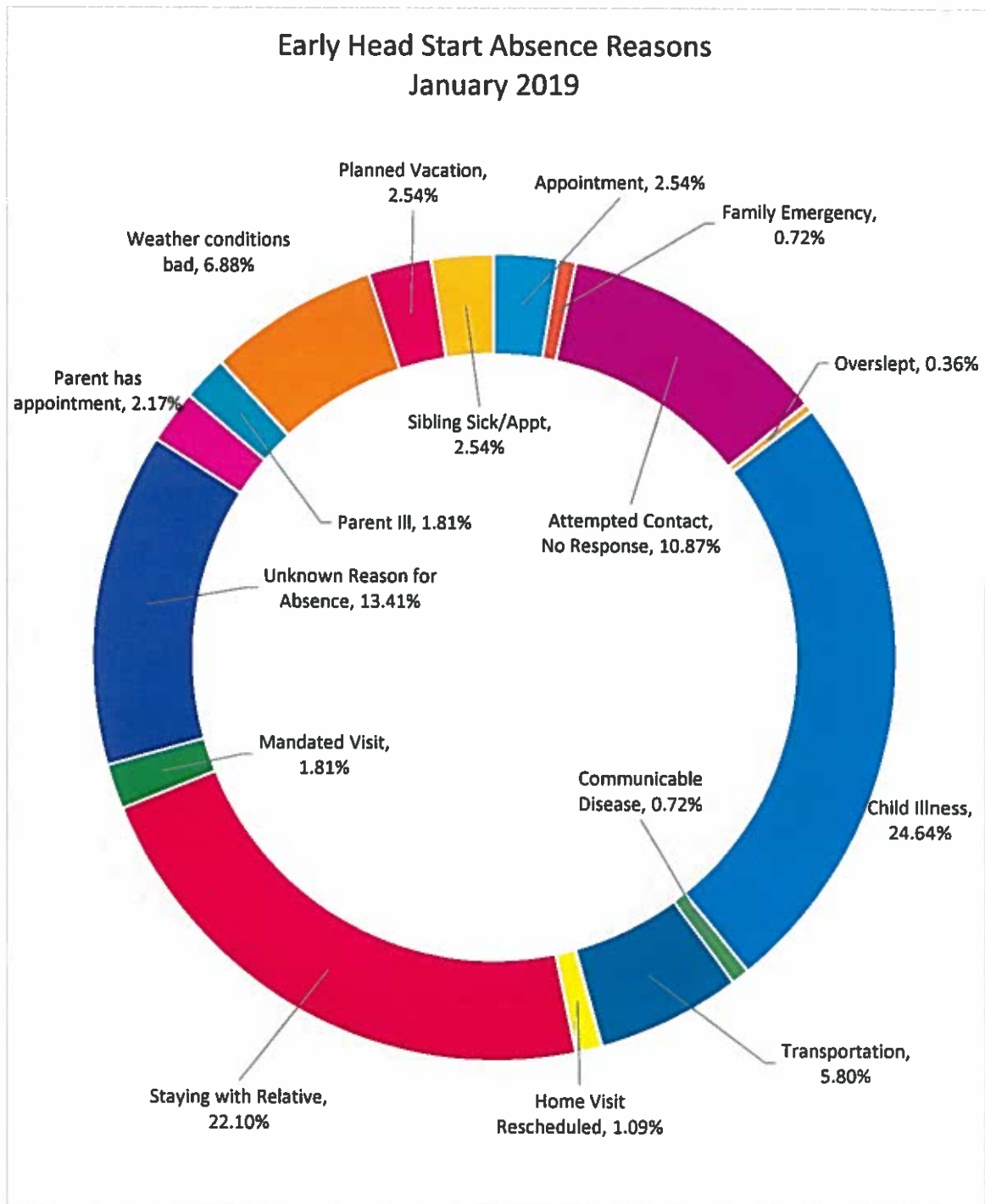
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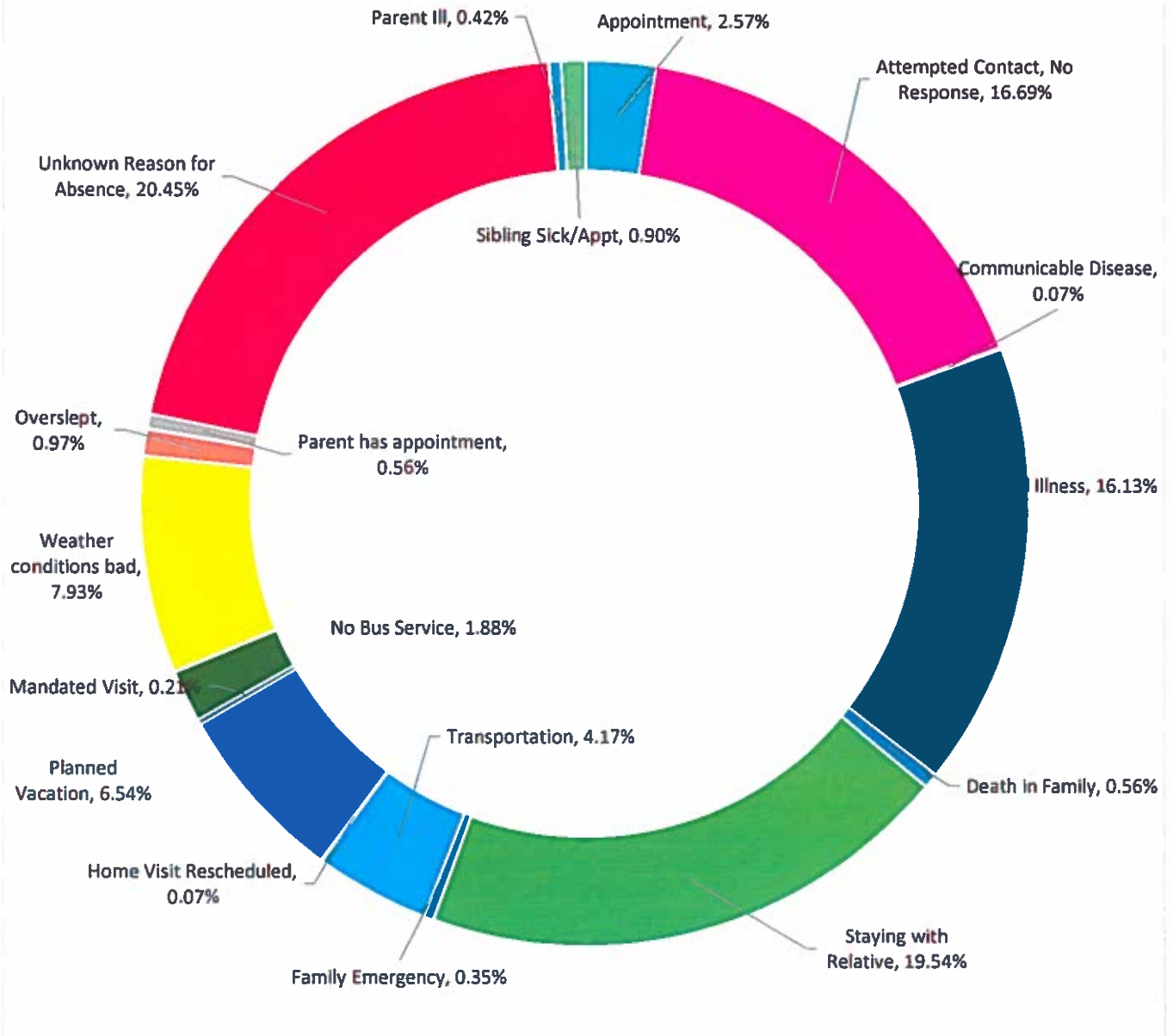
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Head Start Absences Reasons January 2019



Early Childhood Education Program

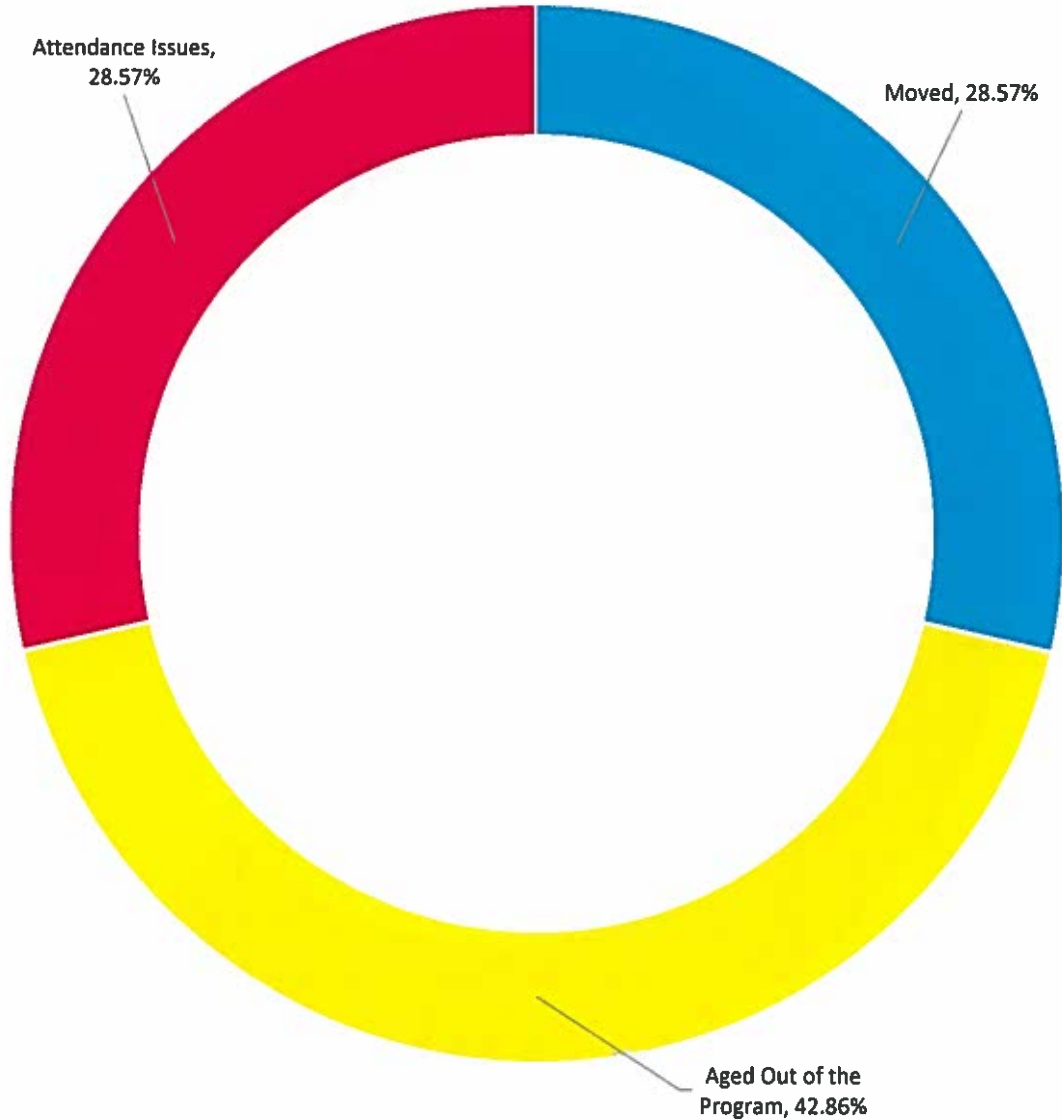
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Early Head Start Withdrawal Reason January 2019



Total Number of Withdrawals for January 2019 = 7



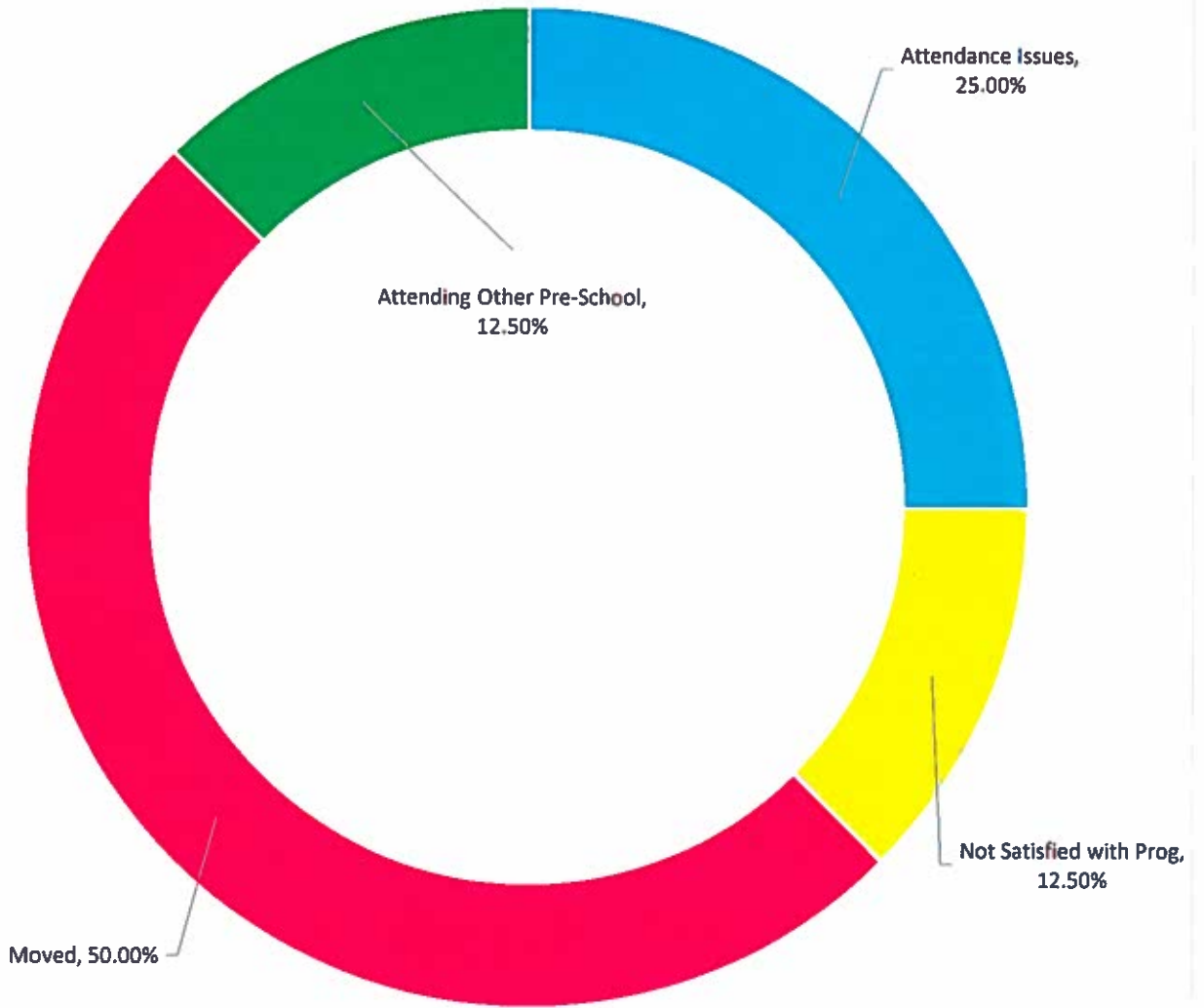
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Head Start Withdrawal Reasons January 2019



Total Withdrawals for January 2019 = 8



Head Start

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SITE MANAGERS REPORTS

CHAMPAIGN – Allie Caldwell, Site Manager

- Illinois State Board of Education completed a monitoring review of the Preschool for All classrooms between January 10 and 11, 2019.
- The Book Mentors visited the two Head Start classrooms on January 17, 2019 to read, "The Gigantic Turnip". EHS Book Mentors were present on 1-30-19 to read, "Wild Bath Time!" to the children.
- Mother Goose on the Loose visited all classrooms the week of January 14, 2019 to read to the children.
- CUPHD completed lead and hemoglobin screenings for several children on January 28, 2019.
- SmileHealthy visited the classrooms on January 28, 2019.

RANTOUL – Erin Ragsdale, Site Manager

- January 3 – The dentist from SmileHealthy provided cleanings and fluoride for the children.
- January 8 – WILL book mentors read a book and provided an activity with the children.
- January 29 – SmileHealthy dental hygienists taught a dental health lesson in each of the classrooms.
- January 29 – Rantoul Head Start had a Job Fair to recruit qualified applicants for teacher and teacher aide positions.

SAVOY – Pam Williams, Site Manager

- SmileHealthy taught dental health lessons in the classrooms on Monday, January 7, 2019.
- WILL Book Mentors visited each classroom on Wednesday, January 9, 2019.



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- Illinois of State Board of Education came for our Preschool for All three-year assessment.
- WILL sponsored an evening at Krannert Performing Arts on Thursday, January 24, 2019.
- U of I Extension came to do classroom lessons on Monday, January 28, 2019.
- Our Family Committee Meeting was postponed because of weather.

URBANA – Pamela Brown, Site Manager

- Illinois Board of Education reviewed three preschool classrooms on January 9 & 10.
- Book Mentors visited the preschool classrooms on January 10.
- Preschool classrooms participated in a joint venture with WILL on a field trip to Krannert Art Museum.
- U of I Speech Services resumed speech therapy with the children on January 10.
- Mother Goose on the Loose presented to the Early Head Start Classrooms on January 14.
- Bobbie Rowe, from Smile Healthy, presented dental health to the classrooms on January 16.
- Herbert Chavez, U of I Extension, visited the classrooms on January 15 and 28 to present a nutrition class.



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HEAD START GRANT March 2018-February 2019		Program Year 25 Budget	Grant Outlays 1/31/2019	Year-To-Date Thru January 2019	92%	Budget Balance	% Budget Expended
REVENUE							
	Base Award	\$ 3,124,549.00					
	COLA	\$ 81,238.00					
	Training & Technical Assistance	\$ 39,051.00					
	Program Improvement/ADA	\$ -					
	Program Income	\$ 493.07					
	TOTAL REVENUE	\$ 3,245,331.07					
EXPENDITURES							
PERSONNEL							
	Regular FT Employees	\$ 1,196,722.00	\$ 101,535.92	\$ 941,088.83	\$ 255,633.17		79%
	Regular PT Employees	\$ 558,671.00	\$ 60,228.89	\$ 519,068.69	\$ 37,602.31		93%
	Temporary Salaries & Wages	\$ 9,973.00	\$ 5,986.14	\$ 44,528.83	\$ (34,555.83)		446%
		\$ -	\$ -	\$ -	\$ -		
	PERSONNEL	\$ 1,763,366.00	\$ 167,760.95	\$ 1,504,686.35	\$ 258,679.65		85%
FRINGE BENEFITS							
	Social Security	\$ 135,694.02	\$ 12,374.88	\$ 105,509.47	\$ 30,184.55		78%
	Unemployment	\$ 30,592.50	\$ -	\$ 8,263.33	\$ 22,329.17		27%
	Worker's Compensation	\$ 18,499.00	\$ 2,698.00	\$ 21,684.09	\$ (3,185.09)		117%
	Health/Life	\$ 360,011.25	\$ 32,597.41	\$ 262,955.74	\$ 97,055.51		73%
	IMRF	\$ 145,302.23	\$ 11,019.70	\$ 108,457.48	\$ 36,844.75		75%
	Other	\$ 977.00	\$ -	\$ 3,986.76	\$ (3,009.78)		408%
	FRINGE BENEFITS	\$ 691,076.00	\$ 58,689.99	\$ 510,856.87	\$ 180,219.13		74%
TRAVEL							
	Staff Travel	\$ 1,000.00	\$ 5.52	\$ 733.75	\$ 266.25		73%
EQUIPMENT							
	Vehicle Purchase	\$ -	\$ -	\$ -	\$ -		
	Non-Classroom	\$ -	\$ -	\$ -	\$ -		
	Classroom	\$ -	\$ -	\$ -	\$ -		
	EQUIPMENT	\$ -	\$ -	\$ -	\$ -		
SUPPLIES							
	Office/Copying/Postage	\$ 20,000.00	\$ 2,206.95	\$ 20,821.37	\$ (821.37)		104%
	Child & Family Svc Supplies	\$ 41,250.00	\$ 6,001.88	\$ 51,998.58	\$ (10,748.58)		126%
	Food Service Supplies	\$ 500.00	\$ -	\$ 223.82	\$ 276.18		45%
	Other	\$ 3,145.00	\$ 3,227.88	\$ 14,161.92	\$ (11,016.92)		450%
	SUPPLIES	\$ 64,895.00	\$ 11,436.51	\$ 87,205.69	\$ (22,310.69)		134%
CONTRACTUAL							
	Health/Disabilities Services	\$ 13,000.00	\$ 3,723.00	\$ 32,950.46	\$ (19,950.46)		253%
	Food Services	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00		0%
	Child Transportation Services	\$ -	\$ -	\$ -	\$ -		
	Training & Technical Assistance	\$ 11,730.00	\$ 9,382.75	\$ 56,654.02	\$ (44,924.02)		483%
	Collaboration Child Care	\$ 50,000.00	\$ 3,925.00	\$ 49,085.00	\$ 915.00		98%
	Other Contracts	\$ 50,000.00	\$ 5,878.26	\$ 57,198.52	\$ (7,198.52)		114%
	CONTRACTUAL	\$ 125,730.00	\$ 22,909.01	\$ 195,888.00	\$ (70,158.00)		156%
OTHER							
	Rent	\$ 73,500.00	\$ 13,125.64	\$ 97,100.78	\$ (23,600.78)		132%
	Utilities/Telephone	\$ 60,000.00	\$ 7,667.18	\$ 49,888.74	\$ 10,111.26		83%
	Building & Child Liability Insurance	\$ 30,000.00	\$ -	\$ 699.75	\$ 29,300.25		2%
	Building Repair & Maintenance	\$ 45,000.00	\$ 19,253.26	\$ 84,136.14	\$ (39,136.14)		187%
	Local Travel	\$ 7,900.00	\$ 1,118.94	\$ 12,747.39	\$ (4,847.39)		161%
	Nutrition Services	\$ 300.00	\$ -	\$ 89.94	\$ 210.06		30%
	Child Services Consultants	\$ 500.00	\$ -	\$ 215.00	\$ 285.00		43%
	Transportation (Buses)	\$ 40,000.00	\$ 3,143.22	\$ 33,047.19	\$ 6,952.81		83%
	Substitutes	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00		0%
	Parent Services	\$ 8,000.00	\$ 65.23	\$ 13,417.15	\$ (5,417.15)		168%
	Accg & Legal	\$ 20,000.00	\$ -	\$ 1,600.55	\$ 18,399.45		8%
	Publications/Advertising	\$ 10,000.00	\$ -	\$ 1,736.01	\$ 8,263.99		17%
	Training/Staff Development	\$ 27,321.00	\$ 4,271.15	\$ 32,263.15	\$ (4,942.15)		118%
	Other	\$ 3,750.00	\$ 287.60	\$ 8,032.95	\$ (4,282.95)		214%
	OTHER	\$ 328,771.00	\$ 48,932.22	\$ 334,974.74	\$ (6,203.74)		102%
	INDIRECT/ADMINISTRATIVE	\$ 270,000.00	\$ -	\$ 209,853.50	\$ 60,146.50		78%
	TOTAL EXPENDITURES	\$ 3,244,838.00	\$ 309,734.20	\$ 2,844,198.90	\$ 400,639.10		
BUDGET BALANCE REMAINING INCLUSIVE OF PROGRAM INCOME						\$ 401,132.17	88%

EARLY HEAD START GRANT March 2018-February 2019		Program Year 21 Budget	Grant Outlays 1/31/2019	Year-To-Date Thru January 2019	92%	Budget Balance	% Budget Expended
REVENUE							
	Base Award	\$ 1,980,337.00					
	COLA	\$ 51,489.00					
	Training & Technical Assistance	\$ 47,534.00					
	Program Improvement ADA	\$ -					
	Training & Technical Assistance E)	\$ -					
	Program Income	\$ 380.08					
TOTAL REVENUE		\$ 2,079,740.08					
	Less Carry Over	\$ 2,079,740.08					
EXPENDITURES							
PERSONNEL							
	Regular FT Employees		\$ 95,075.27	\$ 947,420.13			
	Regular PT Employees		\$ 600.00	\$ 7,858.80			
	Temporary Salaries & Wages		\$ 2,134.63	\$ 35,198.83			
			\$ -	\$ -			
PERSONNEL		\$ 1,093,728.00	\$ 97,809.90	\$ 990,477.76		\$ 103,248.24	91%
FRINGE BENEFITS							
	Social Security	\$ 84,165.00	\$ 6,951.34	\$ 68,607.59		\$ 15,557.41	82%
	Unemployment	\$ 18,975.00		\$ 5,572.61		\$ 13,402.39	29%
	Worker's Compensation	\$ 9,663.00	\$ 1,494.28	\$ 14,417.71		\$ (4,754.71)	149%
	Health/Life	\$ 249,903.00	\$ 20,937.67	\$ 226,010.81		\$ 23,892.19	90%
	IMRF	\$ 90,123.00	\$ 6,243.81	\$ 70,069.85		\$ 20,053.35	78%
	Other	\$ 2,000.00	\$ -	\$ 1,247.25		\$ 752.75	62%
FRINGE BENEFITS		\$ 454,829.00	\$ 35,628.90	\$ 385,925.82		\$ 68,903.38	85%
TRAVEL							
	Staff Travel	\$ 1,000.00	\$ 3.03	\$ 622.94		\$ 477.06	52%
EQUIPMENT							
	Vehicle Purchase	\$ -				\$ -	
	Non-Classroom	\$ -				\$ -	
	Classroom/Playground	\$ -				\$ -	
EQUIPMENT		\$ -	\$ -	\$ -		\$ -	
SUPPLIES							
	Office/Copying/Postage	\$ 10,000.00	\$ 1,191.40	\$ 10,971.79		\$ (971.79)	110%
	Child & Family Svc Supplies	\$ 40,000.00	\$ 4,008.78	\$ 31,357.31		\$ 8,642.69	78%
	Food Service Supplies	\$ 500.00	\$ 28.55	\$ 51.31		\$ 448.69	10%
	Other	\$ 9,000.00	\$ 1,573.50	\$ 9,587.31		\$ (567.31)	106%
SUPPLIES		\$ 59,500.00	\$ 6,802.23	\$ 51,947.72		\$ 7,552.28	87%
CONTRACTUAL							
	Health/Disabilities Services	\$ 3,000.00	\$ 154.82	\$ 4,867.97		\$ (1,867.97)	162%
	Food Services	\$ 1,000.00		\$ -		\$ 1,000.00	0%
	Child Transportation Services	\$ -		\$ -		\$ -	
	Training & Technical Assistance	\$ 21,169.00	\$ 2,701.23	\$ 28,024.57		\$ (6,855.57)	132%
	Collaboration Child Care	\$ 60,000.00	\$ 4,419.00	\$ 47,805.00		\$ 12,195.00	80%
	Other Contracts	\$ 40,000.00	\$ 3,218.74	\$ 37,008.65		\$ 2,991.35	93%
CONTRACTUAL		\$ 125,169.00	\$ 10,492	\$ 117,706.19		\$ 7,462.81	94%
OTHER							
	Rent	\$ 38,000.00	\$ 4,852.16	\$ 28,425.16		\$ 9,574.84	75%
	Utilities/Telephone	\$ 45,000.00	\$ 4,428.55	\$ 31,575.77		\$ 13,424.23	70%
	Building & Child Liability Insurance	\$ 20,000.00		\$ 233.25		\$ 19,766.75	1%
	Building Repair & Maintenance	\$ 49,697.00	\$ 10,791.82	\$ 75,542.63		\$ (25,845.63)	152%
	Local Travel	\$ 14,000.00	\$ 662.96	\$ 9,910.82		\$ 4,089.18	71%
	Nutrition Services	\$ 300.00		\$ 189.94		\$ 110.06	63%
	Child Services Consultants	\$ 250.00		\$ 115.00		\$ 135.00	46%
	Transportation (Buses)	\$ 5,000.00	\$ 445.90	\$ 2,425.72		\$ 2,574.28	49%
	Substitutes	\$ 3,000.00		\$ -		\$ 3,000.00	0%
	Parent Services	\$ 10,000.00	\$ 65.23	\$ 7,898.43		\$ 2,101.57	79%
	Acctg & Legal	\$ 15,000.00		\$ 267.85		\$ 14,732.15	2%
	Publications/Advertising	\$ 7,000.00	\$ 158.90	\$ 2,212.27		\$ 4,787.73	32%
	Training/Staff Development	\$ 26,265.00	\$ 3,731.88	\$ 27,772.03		\$ (1,507.03)	106%
	Other	\$ 3,100.00	\$ 6.60	\$ 2,868.10		\$ 231.90	93%
OTHER		\$ 236,612.00	\$ 25,142	\$ 189,436.97		\$ 47,175.03	80%
INDIRECT/ADMINISTRATIVE		\$ 108,524.00	\$ -	\$ 76,202.12		\$ 32,321.88	70%
TOTAL EXPENDITURES		\$ 2,079,360.00	\$ 175,875.45	\$ 1,812,219.32		\$ 267,140.68	87%
BUDGET BALANCE REMAINING INCLUSIVE OF PROGRAM INCOME						\$ 267,520.74	87%

From: Office of Head Start <no-reply@hsicc.org>
Sent: Wednesday, February 06, 2019 10:30 AM
To: Rebecca Brown
Subject: New on ECLKC: January 2019

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OFFICE OF HEAD START



Explore the content posted to the **Early Childhood Learning and Knowledge Center (ECLKC)** last month. These resources and email announcements may be helpful for Head Start programs and other early childhood staff. Find tools and information related to your work with children and families. Select the links below to get started.

News from the Office of Head Start

- [HHS Poverty Guidelines for 2019](#) *(email)*
- [Home at Head Start: Helping Families Experiencing Homelessness Access Head Start Services](#) *(vlog)*

T/TA Resources

Early Childhood Development, Teaching, and Learning:

- [2019 Disability Services Coordinator Institute – Registration Now Open!](#) *(email)*
- [Disabilities Services Newsletter Issue 21: Supporting Friendships](#) *(email)*
- [Educational Requirements for Head Start Staff: A Series of Briefs](#)
- [Education Manager Planning Calendar](#)
- [Education Staff Heroes](#) *(video)*
- [Planned Language Approach: Alphabet Knowledge and Early Writing](#)
- [Using Mixed-Age Groups to Support Continuity of Care in Center-Based Programs](#)

Early Head Start-Child Care Partnerships:

- [Spotlights on Innovation and Implementation Practices in the Field Series – Now Available on ECLKC!](#) *(email)*

Health:

- [Brush Up on Oral Health: Oral Health Resources Available Through ECLKC](#)
 - Available in [Spanish \(español\)](#) *(email)*
- [Getting to Know Me](#)
- [Partnering with Head Start to Support Healthy Nutrition in Young Children](#) *(webinar)*
- [Planning for Winter Emergencies](#) *(email)*
 - Available in [Spanish \(español\)](#) *(email)*
- [Positive Eating Environment Tool](#)
- In Spanish:
 - [Brush Up on Oral Health: Preventing Oral Injuries](#)
 - [Lead and Our Children: The Role of Early Care and Education Programs](#)

Program Management and Fiscal Operations:

- **PMFO-UCLA Head Start Management Fellows Program – Apply Online Now! (email)**

Upcoming Events for February

- **Feb. 12: Implementing Otoacoustic Emissions (OAE) Hearing Screening and Follow-up: Self-Guided Learning Curriculum Webinar**
- **Feb. 12: Home Visiting Series: Partnering with Parents to Create Physically and Emotionally Safe Learning Environments**
- **Feb. 15: MyPeers Orientation**
- **Feb. 15: Teacher Time: Supporting Infants and Toddlers and Their Families Through Transitions**
- **Feb. 19: Education and Child Development Services for Dual Language Learners**
- **Feb. 20: Promoting Organizational and Staff Wellness**
- **Feb. 21: Planned Language Approach: The Big 5 Webinar Series: Focus on Background Knowledge**
- **Feb. 26: Connecting Parents with Apprenticeship Programs**
- **Feb. 26: Education Manager Series: Using Professional Development to Support Transition to Kindergarten**

Stay Connected. Follow the Office of Head Start on Twitter and Facebook. Visit the Family Room blog to learn more about the activities of the Administration for Children and Families (ACF).

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